

**Trustee**

**Application Pack**

(April 2018)



**Contents**

**Page Title**

3 About Surrey FA

5 Role Profile for the Commercial Trustee

7 Role Profile for the Health & Safety Trustee

9 Role Profile for the Board Safeguarding Champion

11 Board of Trustees – Terms of Reference

13 Application Form

17 Equal Opportunities Monitoring Form

**About Surrey FA**

Surrey FA was formed in 1882 aiming to govern and develop grassroots football in Surrey. We are now a registered Charity, covering an area of 15 boroughs and over 2 million people. The map below illustrates the areas covered by our team.   
  
We are one of the largest County FAs in England with over 40,000 players, 3,000 teams and 1,300 registered referee and licensed coaches. We also run hundreds of events each season from youth football to over 50’s football and from disability football to variations of the game such as futsal. Our dedicated team of 25 staff and over 60 volunteers are fully committed to providing opportunities for everyone to play the sport no matter their level or ability.  
  
Surrey FA have recently moved into our new purpose-built Head Office, located at Meadowbank Football Ground in Dorking, where we will be responsible for managing the football facilities on behalf of Mole Valley District Council. For directions to our new office [click here](http://bit.ly/2GR73WW)

**Our strategy**

Our vision at Surrey FA is to be recognised as the leading County Football Association in the country as we continue to lead the development of grassroots football within Surrey, ensuring participation and enjoyment of football for all.

There are three key principles and values that guide Surrey FA in achieving our vision which is evident in everything that we do.

**Our KEY VALUES**

* Excellence
* Inclusion
* Innovation

**BOARD OF TRUSTEES**

The Board consists of not more than 11 Trustees, which includes;

1. President
2. Chair
3. Vice Chair
4. Up to 5 further elected persons
5. Two further persons appointed by the Board in accordance with the articles of Association.
6. Finance Trustee

**THE APPLICATION PROCESS FOR ELECTED TRUSTEES**

Trustees are elected through a competency-based nomination process whereby the skills, knowledge and experience of candidates are assessed by a panel, in advance of the election process. There will also be checks made to ensure that individuals are suitable and not in any way disqualified from standing for election.

The appointments panel will assess each application against the criteria and recommends applicants to the voting membership. Voting clubs, leagues and County Members are provided with details of candidates available for election in their AGM mailing. Candidates will be invited to address the members at the AGM on 9th July 2018 outlining why they wish to be elected or re-elected prior to the vote.

**TRUSTEES REVIEW OF PERFORMANCE**

An annual appraisal process is carried out by middle of May with each Trustee to review their contribution.

**Surrey County Football Association Limited**

**Role Profile for the Commercial Trustee**

The Commercial Trustee is responsible for overseeing all Commercial & Sponsorship agreements in respect of Surrey FA and is accountable to the Board of Trustees through the Chair.

They will be required to contribute to overall company strategy and policy making by advising the Board on the best ways to maximise the commercial opportunities of their decisions.

The Commercial Trustee is required to:

* Attend Board meetings as and when required. Meetings are normally held at the County Office
* Attend other meetings of the Association as required
* Be available to meet with the Marketing & Communications Officer, Operations Manager and CEO on a regular basis

The role of the Commercial Trustee includes the following responsibilities:

* To serve as a Trustee of the Company and to actively participate in its strategic management
* To execute the responsibilities of an incorporated Company in accordance with the Companies Act (2006)
* To comply with the requirements of the Charities Act 2011 and other relevant legislation
* To safeguard the interests of the Membership and stakeholders of the Association
* To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives
* To oversee the management of risk to the Association, including matters of Health and Safety
* To monitor the financial affairs of the Association through reports provided by the Finance Trustee and to ensure the effective use of financial and other resources
* To promote equality of opportunity throughout the Association
* To fully participate in Board induction, training or development and performance monitoring
* To act as an ambassador and represent the Association at internal and external meetings and functions as required
* To work with the Marketing & Communications Officer, Operations Manager, CEO and where appropriate, Board and Committees, to maximise commercial opportunities across the organisation by:
  + Ensuring consistent branding and marketing.
  + Identifying partnership and sponsorship opportunities
  + Reviewing sponsorship agreements
  + Supporting the promotion of County FA events
* To perform other responsibilities as assigned by the Board

**In order to perform the role, the Commercial Trustee will need the following skills, knowledge and experience:**

* Strategic leadership and management skills. The ability to develop and monitor organisational strategy
* Decision making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation
* The ability to debate, discuss and challenge in a constructive manner
* Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association
* An ability to understand financial accounts, management accounts and budgeting
* An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations
* A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association
* An understanding of and commitment to Equality in Action
* Knowledge of the Association’s responsibilities for safeguarding and protecting children, young people and adults at risk in football.
* An understanding of Corporate Governance
* Access to and ability to use email and the internet

**In addition to these competencies, the following attributes are specific to the role of the Commercial Trustee:**

* A good working knowledge and understanding of marketing and branding guidelines
* The ability to develop, monitor and manage sponsorship agreements / supplier contracts
* Knowledge of a wide range of funding opportunities
* Project / event management experience

**The following skills, knowledge and experience are desirable:**

* Previous experience in a commercial role
* Understanding of marketing and communications
* Knowledge and understanding of grassroots football and related activities

**Surrey County Football Association Limited**

**Role Profile for the Health & Safety Trustee**

The Health & Safety Trustee is responsible for overseeing and controlling all the Health & Safety issues in respect of Surrey FA and is accountable to the Board of Trustees through the Chair.

They will be required to contribute to overall company strategy and policy making by advising the Board on the Health & Safety implications of its decisions.

The Health & Safety Trustee is required to:

* Attend Board meetings as and when required. Meetings are normally held at the County Office
* Attend other meetings of the Association as required
* Be available to meet with the Facility Manager and CEO on a regular basis

The role of the Health & Safety Trustee includes the following responsibilities:

* To serve as a Trustee of the Company and to actively participate in its strategic management
* To execute the responsibilities of an incorporated Company in accordance with the Companies Act (2006)
* To comply with the requirements of the Charities Act 2011 and other relevant legislation
* To safeguard the interests of the Membership and stakeholders of the Association
* To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives
* To monitor the financial affairs of the Association through reports provided by the Finance Trustee and to ensure the effective use of financial and other resource
* To promote equality of opportunity throughout the Association
* Knowledge of the Association’s responsibilities for safeguarding and protecting children, young people and adults at risk in football.
* An Understanding of Corporate Governance
* To fully participate in Board induction, training or development and performance monitoring
* To act as an ambassador and represent the Association at internal and external meetings and functions as required
* To work with the Facility Manager, CEO and where appropriate, Board and Committees, to oversee the management of risk to the Association specifically relating to matters of Health and Safety by:
  + Ensuring all Health & Safety regulations are adhered to
  + Regularly review and update the business continuity plan
  + Ensuring adequate risk assessment processes are in place
  + Review programme of training for Health & Safety including Fire safety & First Aid
* To perform other responsibilities as assigned by the Board

**In order to perform the role, the Health & Safety Trustee will need the following skills, knowledge and experience:**

* Strategic leadership and management skills. The ability to develop and monitor organisational strategy
* Decision making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation
* The ability to debate, discuss and challenge in a constructive manner
* Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association
* An ability to understand financial accounts, management accounts and budgeting
* An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations
* A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association
* An understanding of and commitment to Equality in Action
* Access to and ability to use email and the internet

**In addition to these competencies, the following attributes are specific to the role of the Health & Safety Trustee:**

* A good working knowledge of Health & Safety UK Regulations
* An understanding of and ability to manage Health & Safety in business
* The knowledge of Health & safety matters relating specifically to the operation of a Sports Facility.

**The following skills, knowledge and experience are desirable:**

* A Health & Safety related qualification
* Knowledge and understanding of grassroots football and related activities

**Surrey County Football Association Limited**

**Role Profile for the Board Safeguarding Champion**

The Board Safeguarding Champion is responsible for ensuring that Surrey FA achieves and retains The FA’s Safeguarding Operating Standard and is accountable to the Board of Trustees through the Chair.

To ensure the Board of Trustees acts in accordance with legislation, statutory guidance and The FA’s Policy and Procedures and any associated guidance including the achievement and retention of the Safeguarding Operating Standard.

They will be required to contribute to overall company strategy and policy making by advising the Board and championing the safeguarding of children and young people (Under 18) in all Surrey FA activities.

To recognise and champion that all children and young people in football are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

The Board Safeguarding Champion is required to:

* Attend Board meetings as and when required. Meetings are normally held at the County Office
* Attend other meetings of the Association as required
* Be available to meet with the Designated Safeguarding Officer (Welfare Officer) and CEO on a regular basis

The role of the Board Safeguarding Champion includes the following responsibilities:

* To serve as a Trustee of the Company and to actively participate in its strategic management
* To execute the responsibilities of an incorporated Company in accordance with the Companies Act (2006)
* To comply with the requirements of the Charities Act 2011 and other relevant legislation
* To safeguard the interests of the Membership and stakeholders of the Association.
* To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives
* To monitor the financial affairs of the Association through reports provided by the Finance Trustee and to ensure the effective use of financial and other resources
* To promote equality of opportunity throughout the Association
* To fully participate in Board induction, training or development and performance monitoring
* To act as an ambassador and represent the Association at internal and external meetings and functions as required.
* To work with the Designated Safeguarding Officer (Welfare Officer), CEO and where appropriate, Board and Committees , to ensure safeguarding of children and young people is embedded throughout the Association by:
  + Ensuring the Association acts at all times in keeping with legislation, statutory guidance and The FA’s Safeguarding Operating Standard
  + Ensuring the Association enables and provides relevant safeguarding training for the Board, staff, volunteers, committee and county members
  + Ensuring all staff profiles embed safeguarding in the role profile and functions
  + Ensuring the Board receives information on progress against key areas of work, including risks and challenges
  + Ensuring all volunteers are aware of and comply with The FA’s Safeguarding Operating Standard
  + Checking and challenging to ensure the interests of children and young people are paramount in all CFA activities
  + Using the whistle-blowing policy if any concerns are not fully addressed by Surrey FA or the Board of Trustees
* To perform other responsibilities as assigned by the Board

**In order to perform the role, the Board Safeguarding Champion will need the following skills, knowledge and experience:**

* Strategic leadership and management skills. The ability to develop and monitor organisational strategy
* Decision making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation
* The ability to debate, discuss and challenge in a constructive manner
* Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association
* An ability to understand financial accounts, management accounts and budgeting
* An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations
* A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association
* Understanding of Corporate Governance
* An understanding of and commitment to Equality in Action
* Access to and ability to use email and the internet

**In addition to these competencies, the following attributes are specific to the role of the Board Safeguarding Champion;**

* A child-centred belief system and behaviours
* Experience of safeguarding or child protection
* Awareness and understanding of The FA’s Safeguarding Operating Standard

**The following skills, knowledge and experience are desirable:**

* A Safeguarding related qualification
* Knowledge and understanding of grassroots football and related activities

**Surrey County Football Association Limited**

**Board of Trustees**

**Terms of Reference**

1. **Purpose**

The Board of Trustees’ purpose is to direct the business affairs of the Association. They are responsible for determining the vision and strategy, plans, policies and financial investment required to achieve the Association’s aims and objects as per the Association’s articles. This will be achieved specifically by:

1. Ensuring the organisation operates in accordance with the Companies Act (2006) and other relevant legislation.
2. Approving the objectives to deliver the strategic business plan and regularly review performance against those objectives.
3. Monitor the financial affairs of the Association.
4. Oversee the management of risk to the Association, including matters of Health & Safety.
5. Develop and maintain an effective corporate governance structure.
6. Make, repeal and amend rules and regulations for the better administration of the Association.
7. Ensure a duty of care to all employees.
8. Adopt code of conducts for the Board and County Members.
9. Ensure the County FA operates within the Articles of Association.
10. Appoint the following roles FA Representative, Life Vice-Presidents, Vice-Presidents or Honorary Members.
11. Review and approve any policy changes recommended by the Management Committee to ensure they do not conflict with the objects of the association or FA rules and regulations.
12. **Membership**

The Board of Trustees shall comprise of a maximum of 11 members but not less than three as per the articles of Association. The Chief Executive and Company Secretary will also be in attendance at meetings but have no voting rights.

1. **Chair**

The Chair and Vice Chair of the Board shall be appointed by County Members and shall hold office for a three-year term.

1. **Term of Office**

Surrey FA employees shall serve on the Board until such time they are no longer employees or their job description changes.

Non-Surrey FA paid professional workforce members of the Board shall be entitled to serve a term of three years which is subject to an annual appraisal process.

1. **Equality**

The Board will, at all times, be mindful of and work within the terms of the Association’s Equality Policy.

1. **Quorum**

Not less than 5 persons shall comprise a quorum of the Board and shall include the Chair and/or Vice Chair.

1. **Frequency**

Meetings will take place as and when agreed by the Board.

Meetings of the Board may be held in person, by telephone conference call, or otherwise in such manner and by such means as the Board determines.

1. **Reporting procedure**

The minutes should be produced within 7 days and approved by the Chair.

Notes of Board meetings once approved will be distributed to all other County Members.

1. **Decision making**

All decisions of the Board shall be by a simple majority.

The Chair shall have the casting vote where necessary.

The decisions of the Board shall be communicated in writing via the minutes and notes.

1. **Budget and spending authority**

The Board determine all financial spend of the Association and allocate budgets annually to ensure delivery of objectives.

1. **Review**

The Board shall review its Terms of Reference, processes and Articles of Association on an annual basis as a minimum.

**Surrey FA Application Form - Trustee**

# 

All sections must be completed and can be typed and submitted by email.

If necessary, you can use a continuation sheet.

The decision to invite you to attend for interview will be based on the information you provide on this form.

Position applied for

## 

## Personal Details *Please complete in block capitals*

First Name Surname

Mr/Ms/Mrs or preferred title

Address

Post Code

Tel. No (Home) Tel. No (Mobile)

Email

Do you hold a full current driving licence?

### Qualifications and Training

Starting with the most recent, please give details of your education, qualifications and training relevant to the application. Please include start and end dates for all courses, the name of the relevant institution, the course or qualification studied, along with the grade or classification achieved where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| *Dates* | *Details of School/College/Institution* | *Course or Qualification* | *Grade* |
|  |  |  |  |

### Employment History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid work. Please include start and end dates for all positions held, the name of employer, nature of business, job title and brief details of your responsibilities.

|  |  |  |
| --- | --- | --- |
| *Dates* | *Employers name/nature of business* | *Job title and responsibilities* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please use the space on the next page, to outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies, through your leisure activities, which you think are relevant to the position for which you are applying, and which you believe make you suitable for the position . Please indicate the extent to which you believe your skills, abilities and/or experience meet the requirements as outlined in the role profile.

### 

### Other Information

Are you related to any current member of staff or Trustee

at the Surrey County FA ?

The SCFA is aware of its obligations, under the Equality Act 2010, to carry out reasonable adjustments where needed for applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

Have you ever been convicted of a criminal offence (apart from

spent convictions under the Rehabilitation of Offenders Act 1974)?

Are there any outstanding charges against you?

If the answer to either or both of these questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

### References

Please give the name and address of two referees. These should be your two most recent employers, including your present employer where applicable, or a relevant academic principal. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made. References will only contacted following a job offer

|  |  |  |
| --- | --- | --- |
|  | First Referee | Second Referee |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Email: |  |  |
| Relationship to you |  |  |

I agree that any offer of membership with Surrey County Football Association Limited is subject to satisfactory references. I give my consent to the storage of personal data contained within this form and the ethnic monitoring form. I confirm that the information supplied by me on this form is complete, accurate and not misleading:

Signature:

Date:

### Equal Opportunities Monitoring - Trustee

*The Surrey County Football Association is committed to equal opportunities, irrespective of race, colour, religion, nationality, ethnic origin, sex, disability or marital status.*

*In order to monitor our Equal Opportunities Policy, we would be grateful if you would please complete the questionnaire below. This questionnaire will be detached from your application form on receipt and will not be made available to the recruitment panel. Please answer every question.*

**Age** Under 18 18 – 30 31 – 40 41 – 50 51 – 60 61 – 65 Over 65

**Gender** Male Female Trans man Trans woman Prefer not to say

#### Religious Belief

How would you describe the religion to which you feel you belong?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Christian |  | Buddhist |  | Hindu |  |
| Jewish |  | Muslim |  | Mormonism |  |
| Sikh |  | Atheism |  | No Religion / Faith |  |
| Jehovah’s Witnesses |  | Prefer not to say |  |  | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

#### Sexual Orientation

Which of the following options best describe how you think of yourself?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual / Straight |  | Gay Man |  | Gay Woman / Lesbian |  |
| Bisexual |  | Prefer not to say |  |  | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Ethnicity  
White**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| British |  | English |  | Scottish |  |
| Welsh |  | Irish |  | Gypsy or Irish Traveller |  |
| Prefer not to say |  |  | | | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Mixed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White & Black Caribbean |  | White & Black African |  | White & Asian |  |
| Mixed other background |  | Prefer not to say |  |  | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Asian**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| British-Indian |  | Indian |  | British-Pakistani |  |
| Pakistani |  | British-Bangladeshi |  | Bangladeshi |  |
| British-Chinese |  | Chinese |  | Prefer not to say |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Black**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Black Caribbean |  | Caribbean |  | British African |  |
| African |  | British |  | Prefer not to say |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Other Ethnic Group**

|  |  |  |
| --- | --- | --- |
| Arab |  |  |
| Any other ethnic group, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

#### Disability

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.  
Visual impairment, Hearing impairment, Speech and Language impairment, physical disability, cognitive impairment, Learning disability.

Do you consider that you meet this definition?\*

Yes No Prefer not to say

\*If you have indicated yes to the previous question, please indicate the impairment(s) that you feel applies to you:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visual impairment |  | Hearing impairment |  | Physical disability |  |
| Learning disability |  | Learning difficulties |  | Language impairment |  |
| Cognitive impairment |  | Prefer not to say |  |  | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | | | | |